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SUPERINTENDENT OF PUBLIC INSTRUCTION

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BULLETIN No. 1

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Information About California
School System



JANUARY 1, 1922

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INFORMATION ABOUT CALIFORNIA SCHOOL SYSTEM.

Department of Education.

The State Department of Education consists of the State Board of Education and the Superintendent of Public Instruction, who is ex officio director of the Department.

State Educational Institutions.

All the state educational institutions, excepting the University of California and the Southern Branch of the University of California, are administered by the State Department of Education through its director.

Experts of the Department of Education.

The Department of Education employs the following experts: A Deputy Superintendent of Public Instruction, an Assistant Superintendent of Public Instruction in charge of statistics and foreign language schools, an Assistant Superintendent

for Americanization work, a Supervisor of School Attendance, a Deputy Director of Education, three Commissioners of Education (a Commissioner of Elementary Schools, a Commissioner of Secondary Schools and a Commissioner of Vocational Training), and a Supervisor of Physical Education.

Duties of the Superintendent of Public Instruction.

The Superintendent of Public Instruction supervises the schools of the state, makes a report of school activities to the Governor, recommends legislation, advises school officers, promotes the state's educational interests, apportions the state

school funds, distributes the state textbooks, is ex officio secretary and executive officer of the State Board of Education, ex officio secretary of the Teachers' Retirement Salary Fund Board, Regent of the University of California, and Director of the Department of Education. He prepares and distributes official blanks, and other printed material for use of school officers, and compiles and distributes to school officers those laws which relate to schools, and manages the educational institutions over which the Department of Education has supervision.

Duties of the State Board of Education.

The State Board of Education issues life diplomas on the recommendation of the county boards of education. It also issues credentials recommending that the holder receive from a county

board of education, high school, junior high school, elementary school, kindergarten-primary, kindergarten-extension, and special certificates. It authorizes the Superintendent of Public Instruction and the Commissioners to act as a Commission of Credentials. It adopts and publishes state textbooks, directs educational investigations, and prescribes a standard for institutions training high school, junior high school, elementary school, special and kindergarten teachers. It prescribes courses of study and standards for graduation from State Teachers Colleges, and approves courses of study for high and junior high schools. It acts in ex officio capacity as the Teachers' Retirement Salary Fund Board and the Board for Vocational Education.

The main office of the State Board of Education is 711 Forum Building, Sacramento. However, the Board maintains a branch office at Los Angeles, address 812 Pacific Finance Building. All letters of inquiry and requests for printed matter should be addressed to the main office at Sacramento, which is the headquarters of the Superintendent of Public Instruction, the Commissioners and other representatives of the Board.

Duties of the Commissioners. The Commissioners assist in supervising education in the state under the direction of the State Superintendent of Public Instruction and the State Board of Education. They also act as expert advisers to the State Board of Education regarding certification of teachers, courses of study and standard of graduation from teachers' colleges, selection of textbooks for use of the elementary and high schools, and other educational matters.

The Commissioner of Elementary Schools visits and inspects the elementary schools throughout the state and advises with school authorities in matters relating to their administration. She also conducts investigations attendant upon the selection of textbooks for elementary schools.

The Commissioner of Secondary Schools visits and inspects the high schools, junior high schools and junior colleges of the state, and also investigates the courses of study for secondary schools and recommends their approval or disapproval to the State Board of Education. He recommends to the State Board the listing of textbooks to be purchased by the high school boards for use in the high schools.

The Commissioner of Vocational Education visits and inspects all public schools giving instruction in pre-vocational or vocational education. He is also required by law to administer the act for the vocational rehabilitation of injured persons. The State Board of Education has also placed him in charge of the administration of the Federal and State Vocational Education acts. Subject to the direction of the Superintendent of Public Instruction, he also visits and inspects the public schools of the state and confers with school officials on matters of educational policy.

Under the supervision of the Commissioner of Vocational Education are: The State Supervisor of Teacher Training Courses in Home Economics, The State Supervisor of Trade and Industrial Instruction, the State Supervisor of Agricultural Instruction, the State Supervisor of Vocational Rehabilitation.

Other School Officials.

The county superintendent of schools superintends the schools of the county, apportions school moneys, approves school orders, issues temporary certificates, conducts county institutes and acts as the secretary of the county board of education.

The county board of education grants and revokes teachers' certificates, makes the course of study for the county elementary schools, conducts examinations of candidates for elementary school certificates when such candidates do not possess credentials recognized by law, approves library and supplemental books, and issues diplomas of graduation from the elementary schools.

The board of trustees in rural schools employs teachers and janitors, builds schoolhouses and manages the schools. One of their number acts

as clerk and executive officer. The city board of education performs similar duties for the city. Each city employs a city superintendent who supervises the schools of the city. In most instances he acts as executive officer of the city board of education. District superintendents are sometimes employed in larger towns.

Public Schools. The public school system embraces the kindergartens (for children from $4\frac{1}{2}$ to 6 years of age); elementary schools, usually including eight years or grades of work; high schools, including grades 9 to 12; junior colleges, including grades 13 and 14, equivalent to the first two years of college; junior high schools, comprising grades 7, 8 and 9 or grades 7, 8, 9 and 10; evening elementary and high schools, vocational schools, classes for the deaf in some of the cities, the seven State Teachers Colleges, and the State University located at Berkeley, with a Southern branch at Los Angeles.

Teacher Training. Teachers Colleges as listed below are maintained for the training of regular kindergarten, elementary and junior high school teachers. Training for high school teachers of special subjects is also provided at the Teachers Colleges. Information regarding any of the Teachers Colleges will be furnished by the president on request.

State Teachers College of Chico-----	C. M. Osenbaugh, President
State Teachers College of Fresno-----	C. L. McLane, President
State Teachers College of San Diego-----	Edward L. Hardy, President
State Teachers College of San Francisco-----	Frederic Burk, President
State Teachers College of San Jose-----	W. W. Kemp, President
State Teachers College of Santa Barbara-----	C. L. Phelps, President
Humboldt State Teachers College, Arcata-----	N. B. Van Matre, President

Training for high school teachers is given in five-year courses by the accredited colleges and universities of the state. Teacher training is also the principal function of the Southern Branch of the State University at Los Angeles.

Other State Schools.

Other state schools are the California Polytechnic School at San Luis Obispo; the School for the Deaf and the School for the Blind at Berkeley; and schools of a reformatory nature at Whittier, Ione and Ventura.

Nonstate Universities and Colleges. Nonstate universities and colleges are: Leland Stanford Junior at Stanford University; Pomona College, at Claremont; Occidental College, at Los Angeles; California School of Technology, at Pasadena; and Mills College (for women), at Mills College. There are also the following four-year denominational colleges:

- University of Redlands, Redlands (Baptist);
- University of Southern California, Los Angeles (Methodist);
- University of Santa Clara, Santa Clara (Catholic);
- Pacific Union College, St. Helena (Advent);
- St. Mary's College, Oakland (Catholic);
- St. Ignatius University, San Francisco (Catholic);

College of the Pacific, San Jose (Methodist);
Whittier College, Whittier (Friends).

The presidents or secretaries of any of these institutions will furnish information on request.

**State Technical
and Agricultural
Schools.**

The Davis Farm School, connected with the State University, is located at Davis. For information concerning the school address the Dean of the Davis Farm School, Davis, California. The California Polytechnic School, San Luis Obispo,

offers technical, agricultural and home economics courses, being equipped with several modern shops, a boys' dormitory, and operating on a practical basis a large well stocked farm.

The number of teachers for the school year 1920-1921 was:

Number of Teachers and Pupils.	Kindergarten (about)-----	790
	Elementary (about)-----	16,417
	High (about)-----	6,542

In the elementary schools, slightly more than 7 per cent of the teachers are men; in the secondary schools about 39 per cent are men.

The number of pupils enrolled for the school year 1920-1921 was as follows:

Kindergartens (about)-----	36,796
Elementary (about)-----	543,568
High (about)-----	195,667
Total (about)-----	776,031

**Financial Support
of Education.**

The University of California is supported by grants from the state treasury, by its income from endowment, by grants from the federal government for agricultural education, by gifts, and by

miscellaneous fees. The state grants amount to about \$2,730,000 annually and the federal grants amount to about \$160,000 annually. The total annual income of the University is about \$5,900,000.

The Teachers Colleges and the California Polytechnic School are supported by grants from the state treasury.

The high schools are supported jointly by state, county and district. The state appropriates annually \$30 per pupil in average daily attendance, and the county a minimum of \$60 per pupil in average daily attendance. In addition to state and county support, the district may levy a tax not exceeding 75 cents on each \$100 of assessed valuation.

Toward the support of the elementary schools, the state appropriates annually \$30 per pupil in average daily attendance. The counties are required by law to raise \$700 per teacher or not less than \$30 per pupil in average daily attendance. In addition, the districts may levy a tax for maintenance. The kindergartens are supported by district taxation, each district being authorized to levy a kindergarten tax not exceeding 15 cents on each \$100 of assessed valuation.

School Terms.

The term of school varies from 8 to 10½ months per year, averaging 9 in elementary schools and 9½ in high schools. All public schools must be in session for at least 160 days. The term usually begins in September and closes in May or June, although there are many exceptions in the mountains and along the coast. The cost of board and room ranges from \$40 to \$80 per month, averaging about \$50. The teacher must be a citizen or must have made declaration of intention to become a citizen of the United States.

Teachers' Certificates. Except for teachers who obtain by examination

from a county board of education an elementary certificate, all teachers in California must hold (1) a credential authorized by the State Board of Education, and (2) a certificate issued by a California county board of education. Temporary certificates may be issued by county superintendents of schools, only to holders of valid credentials. Temporary certificates expire on June 30th or December 31st next following the date of issuance. No person shall be entitled to receive a temporary certificate more than once in the same county. The temporary certificate requires no fee. Eight kinds of certificates are issued by county boards of education: High School, Junior High School, Elementary, Special, Kindergarten-Primary, Kindergarten-Extension, Supervisor of Attendance, and Health and Development certificates, each requiring a two dollar fee before issuance. If a certificate is granted on a credential which is for a limited period only, such certificate can not be valid for a period of time greater than that specified in the credential. Any certificate granted to a candidate who has not had at least one year of experience in teaching shall not be valid for more than two years, but such certificate may be renewed. Certificates valid for six years may be granted to persons who have had one or more years of teaching experience.

**High School
Certificates.**

A bulletin on High School Certification will be mailed by the Commission of Credentials at Sacramento. A high school certificate entitles the holder thereof to teach in any junior college, high school, junior high school or elementary school in the county. High school certificates may be granted on the basis of high school credentials issued by the State Board of Education, or to holders of high school certificates issued by any county, or city and county board of education in California. Teachers in junior colleges, which are part of the high school system, must hold high school certificates.

**Junior High
School Certificates.**

Junior high school certificates may be issued by the county board of education upon credentials issued by the State Board of Education to the applicant who has completed 3½ years of college or normal school work in addition to a four-year high school course, and has taught successfully for 17 months, or to an applicant who holds a Bachelor's Degree from a standard college or university, and has completed 15 prescribed units of education. Bulletin 10 J-H containing full information regarding the issuance of these credentials will be sent upon application to the Commission of Credentials.

Elementary School Certificates on Credentials.

and diplomas of normal schools or teachers colleges found on the accredited list prepared by the State Board of Education, diplomas of the University of California or other universities accredited by the State Board of Education for high school certification, if the holder has taught successfully for eight months or has completed twelve units of pedagogy under state board regulations, upon credentials of elementary grade issued by the State Board of Education, or upon valid elementary school certificates of any county or city and county of California, if the holder has had eight months of successful teaching experience in that county. The holder of a California life diploma may teach in the county after recording the diploma with the county superintendent of schools.

A bulletin giving lists of accredited normal schools and teachers colleges, and other information concerning elementary and kindergarten certification upon credentials may be obtained upon request from the Commission of Credentials at Sacramento, or a copy may be seen at the office of the nearest county superintendent of schools.

An elementary special certificate, issued upon a State Board credential or upon a credential issued by authority of the State Board of Education subsequent to August 21, 1915, entitles the holder to teach the special subject in the ninth grade of any junior high school.

Elementary School Certificates on Examination.

Elementary School Certificates may also be issued by the county board of education upon examination. Examinations are usually held in June and December, and in the following subjects: Reading, English grammar and composition, English and American literature, spelling and defining, penmanship, drawing, vocal music, bookkeeping, arithmetic, algebra to quadratics, plane geometry, geography (physical, political and industrial), physiology and hygiene, history of the United States, civics, history (ancient, medieval and modern), school law, methods of teaching and one of the following: elementary physics, elementary chemistry, biology. Candidates must present evidence that they have completed a four-year high school course or the equivalent thereof, or show that they have had four years of successful experience in teaching. These examinations vary somewhat in the different counties, as each county is a law unto itself in details. Usually the examinations occupy from three to five days of time, but there are some exceptions. Each applicant pays a fee of \$2.00. Detailed information regarding time, place and rules, may usually be obtained from the county superintendent of schools upon request.

Special Certificates.

Special certificates of elementary or secondary grade may be issued by the county board of education to holders of credentials approved by the State Board of Education or to holders of special credentials issued by the State Board of Education. Bulletin No. 10-S, giving more particular information, will be furnished upon request by the Commission of Credentials.

**Kindergarten-
Primary Certificates.**

The county board of education may grant Kindergarten-Primary Certificates only upon credentials. Such certificates entitle the holders to teach kindergarten classes, and, under certain conditions, the first grade. Credentials that may be recognized are Kindergarten-Primary Certificates issued by county boards of education of California, diplomas from the kindergarten department of a California state normal school or teachers college, diplomas from accredited kindergarten training schools and Kindergarten Credentials issued by the State Board of Education.

**Kindergarten-
Extension
Certificates.**

The county board of education may grant Kindergarten-Extension Certificates upon credentials issued only by the California State Board of Education. Such certificates entitle the holders to teach kindergarten classes, and, under certain conditions, the first three grades.

**Certificates for
Supervisors of
Attendance.**

County boards of education may issue certificates for Supervisors of Attendance to holders of special credentials therefor issued by the State Board of Education.

**Health and Develop-
ment Certificates.**

Health and Development Certificates may be granted by the county boards of education to holders of certificates to practice medicine and surgery issued by the California State Board of Medical Examiners, or to holders of California life diplomas or special credentials in physical education granted by the State Board of Education, or to holders of certificates to practice dentistry issued by the California State Board of Dental Examiners, or to holders of certificates to practice optometry, issued by the California State Board of Optometry, or to holders of certificates of registration as nurses, issued by the California State Board of Health, only when such certificates are accompanied by a special credential issued by the State Board of Education showing special fitness and training for health supervision of pupils. Such persons must hold certificates in order to work in the schools.

Life Diplomas.

Life diplomas may be issued to applicants who have successfully taught in public schools for 48 months, 21 of which have been in California public schools. Application must be made through county boards of education.

Teachers' Institutes.

Each county superintendent of schools conducts a county teachers' institute each year, at such time, in such manner, and with such instructors as he chooses. All teachers employed in the county are required to be present and to take part in the proceedings. Teachers' salaries are paid during the period of attendance.

Trustees' Institutes.

County superintendents of schools, in counties containing more than twenty school districts, may hold annual trustees' meetings, and it is the duty of one trustee from each district, selected by his board, to attend. Such

meetings continue in session for one day; trustees attending are allowed actual traveling expenses for the trip caused by attendance.

**Teachers'
Retirement
Salary Law.**

The teachers' retirement salary law was passed by the legislature of 1913. It provides that teachers of thirty years' experience, fifteen of which have been in California public schools, may retire upon a salary of \$500 per year. Provision is also made for retirement upon incapacity for further school service with the limitation that fifteen years of teaching must have been done in California public schools.

The necessary funds are provided by deducting one dollar from the working teachers' salaries each month, and the transfer to this fund of five per cent of the collections from the state inheritance tax.

**State Textbooks for
Elementary Schools.**

California state textbooks for elementary schools are printed at the state printing office, and are distributed by the state free of cost or any charge whatever to the schools for the use of all children attending the public day and evening elementary schools of the state. The textbooks are adopted by the State Board of Education, and must continue in use for a period of not less than four years. Plates are leased from the publishers at royalties ranging from 1 cent to 15 cents per copy for each book distributed, or manuscripts are purchased outright from the authors. This system of free textbooks has been in effect since January, 1913.

**Textbooks for
High Schools.**

Textbooks for high schools are adopted by local high school boards from a list prescribed by the State Board of Education. They are furnished to the pupils by the high school districts without charge. For an approved list of high school textbooks, address the Commissioner of Secondary Schools, Sacramento.

STATE DEPARTMENT OF EDUCATION.

State Board of Education: E. P. Clarke, Riverside, President.

Mrs. O. Shepard Barnum, 312 S. Fifth St., Alhambra, Vice-President.

Mrs. Agnes Ray, 272 Twenty-third St., Oakland.

George W. Stone, 137 High St., Santa Cruz.

Stanley B. Wilson, 203 New High St., Los Angeles.

Mrs. Elizabeth B. Phillips, 1006 Putnam Ave., Porterville.

Superintendent of Public Instruction and ex officio Secretary of State Board of Education: Will C. Wood, Sacramento.

Assistant Secretary: Mrs. Florence B. Argall, Sacramento.

Assistant Secretary for Credentials: Miss Helen Dimmick, Sacramento.

Office of Superintendent of Public Instruction.

Superintendent: Will C. Wood.

Assistant Superintendents (Commissioners of Education):

Mrs. Margaret S. McNaught, Albert C. Olney, Edwin R. Snyder.

Deputy Superintendent: Job Wood, Jr.

Assistant Superintendent in Charge of Statistics and Foreign Language Schools: Sam H. Cohn.

Assistant Superintendent in Charge of Americanization: Miss Ethel Richardson.

Supervisor of School Attendance: Miss Georgiana Carden.

Head of Textbook Department: W. S. Dyas.

Secretary to Superintendent: Miss Edna M. Stangland.

Office of State Board of Education.

Elementary Department: Mrs. Margaret S. McNaught, Commissioner of Elementary Schools.

Secondary Department: Albert C. Olney, Commissioner of Secondary Schools.

Vocational Department: Edwin R. Snyder, Commissioner of Industrial and Vocational Education.

Miss Maude I. Murchie, Supervisor of Teacher Training Courses in Home Economics.

Jeremiah B. Lillard, Supervisor of Agricultural Instruction.

John C. Beswick, Supervisor of Trade and Industrial Instruction.

W. M. Coman, Supervisor of Vocational Rehabilitation.

Physical Education Department: Herbert R. Stoltz, Supervisor of Physical Education.

Miss Winifred Van Hagen, Assistant Supervisor of Physical Education.

Retirement Salary Department: Miss Marion H. Ketcham, Assistant Secretary, Retirement Board.

Commission of Credentials: Members—Superintendent Will C. Wood, Commissioner Margaret S. McNaught, Commissioner Albert C. Olney, Commissioner Edwin R. Snyder.

Division of Normal and Special Schools:

Director of Education: Will C. Wood.

Deputy Director: A. R. Heron.

COUNTY SUPERINTENDENTS OF SCHOOLS.

County.	Name.	Address.
Alameda.	D. E. Martin	Oakland.
Alpine.	Mrs. Eugenia M. Bruns	Gardnerville, Nevada.
Amador.	Mrs. Sabra R. Greenhalgh	Jackson.
Butte.	Irvin Passmore	Oroville.
Calaveras.	Teresa Rivara	San Andreas.
Colusa.	Perle Sanderson	Colusa.
Contra Costa.	Wm. H. Hanlon	Martinez.
Del Norte.	E. A. Moore	Crescent City.
El Dorado.	E. J. Fitzgerald	Placerville.
Fresno.	Clarence W. Edwards	Fresno.
Glenn.	B. M. Chaney	Willows.
Humboldt.	Robert A. Bugbee	Eureka.
Imperial.	H. C. Coe	El Centro.
Inyo.	Mrs. M. A. Clarke	Bishop.
Kern.	L. E. Chenoweth	Bakersfield.
Kings.	Miss M. L. Richmond	Hanford.
Lake.	Minerva Ferguson	Lakeport.
Lassen.	Mrs. Julia A. Norwood	Susanville.
Los Angeles.	Mark Keppel	Los Angeles.
Madera.	Craig Cunningham	Madera.
Marin.	Jas. B. Davidson	San Rafael.
Mariposa.	John L. Dexter	Mariposa.
Mendocino.	Roy Good	Ukiah.
Merced.	Mrs. Belle S. Gribi	Merced.
Modoc.	Mrs. Nettie B. Harris	Alturas.
Mono.	Mildred Gregory	Bridgeport.
Monterey.	Mrs. H. Louise Schultsberg	Salinas.
Napa.	Lena A. Jackson	Napa.
Nevada.	Miss Elizabeth M. Richards	Nevada City.
Orange.	R. P. Mitchell	Santa Ana.
Placer.	Irene Burns	Auburn.
Plumas.	Mrs. Kate L. Donnelley	Quincey.
Riverside.	Ira C. Landis	Riverside.
Sacramento.	Carolyne M. Webb	Sacramento.
San Benito.	Mrs. Dorothy B. Slaven	Hollister.
San Bernardino.	Mrs. Grace C. Stanley	San Bernardino.
San Diego.	Ada York	San Diego.
San Francisco.	Alfred Roncovieri	San Francisco.
San Joaquin.	Mrs. Effie S. Anderson	Stockton.
San Luis Obispo.	Robert L. Bird	San Luis Obispo.
San Mateo.	Roy W. Cloud	Redwood City.
Santa Barbara.	A. S. Pope	Santa Barbara.
Santa Clara.	Miss Agnes Howe	San Jose.
Santa Cruz.	Miss Cecil M. Davis	Santa Cruz.
Shasta.	Mrs. Charlotte Cunningham	Redding.
Sierra.	Belle Alexander	Downieville.
Siskiyou.	W. L. Kleaver	Yreka.
Solano.	Dan H. White	Fairfield.
Sonoma.	Ben Ballard	Santa Rosa.
Stanislaus.	A. G. Elmore	Modesto.
Sutter.	Lizzie Vagades	Yuba City.
Tehama.	Mamie B. Lang	Red Bluff.
Trinity.	Miss Lucy Young	Weaverville.
Tulare.	J. E. Buckman	Visalia.
Tuolumne.	G. P. Morgan	Sonora.
Ventura.	Mrs. Blanche T. Reynolds	Ventura.
Yolo.	Harriett S. Lee	Woodland.
Yuba.	Jennie Malaley	Marysville.



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CITY SUPERINTENDENTS OF SCHOOLS.

City.	County.	Name of Supt.
Alameda	Alameda	C. J. Du Four.
Alhambra	Los Angeles	Charles E. Barber.
Bakersfield	Kern	Charles E. Teach.
Berkeley	Alameda	H. B. Wilson.
Chico	Butte	Chas. H. Camper.
Eureka	Humboldt	Geo. B. Albee.
Fresno	Fresno	Wm. John Cooper.
Grass Valley	Nevada	J. S. Hennessey.
Long Beach	Los Angeles	W. L. Stephens.
Los Angeles	Los Angeles	Mrs. Susan Dorsey.
Modesto	Stanislaus	W. E. Haught.
Oakland	Alameda	Fred M. Hunter.
Oroville	Butte	L. M. Trempe.
Palo Alto	Santa Clara	A. C. Barker.
Pasadena	Los Angeles	J. F. West.
Petaluma	Sonoma	Bruce H. Painter.
Pomona	Los Angeles	G. V. Whaley.
Richmond	Contra Costa	W. T. Helms.
Riverside	Riverside	A. N. Wheelock.
Sacramento	Sacramento	Chas. C. Hughes.
Salinas	Monterey	Arthur Walter.
San Bernardino	San Bernardino	Perry R. Davis.
San Diego	San Diego	Henry C. Johnson.
San Jose	Santa Clara	Walter L. Bachrodt.
San Luis Obispo	San Luis Obispo	Arthur H. Mabley.
San Rafael	Marin	Oliver R. Hartzell.
Santa Ana	Orange	John A. Cranston.
Santa Barbara	Santa Barbara	Paul E. Stewart.
Santa Cruz	Santa Cruz	John W. Linscott.
Santa Monica	Los Angeles	Horace M. Rebok.
Santa Ross	Sonoma	Jerome O. Cross.
Stockton	San Joaquin	Ansel S. Willisma.
Tulare	Tulare	A. W. Ray.
Vallejo	Solano	E. L. Cave.
Ventura	Ventura	Arthur L. Vincent.
Visalia	Tulare	De Witt Montgomery.

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